



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 04-7, Enhancements to the Special Payroll Processing System for Web (SPPS Web) and for Windows (SPPSWIN)

Date: June 10, 2004

To: Holders of the Payroll/Personnel Manual
Personnel Users Groups
Agency Personnel Offices

As a result of recent enhancements to SPPS Web and SPPSWIN, agencies can now use these systems to process the following transactions, which were previously manually processed:

- Advance foreign payments
- Life cycle payments (for use only by Agency AJ, Office of the Comptroller of the Currency (OCC), and Agency 25, Farm Credit Administration (FCA))
- Travel incentive payments (for use only by FCA)

Advance Foreign Payments

An advance foreign payment is a salary allowance provided to employees in a pay status who are proceeding to or arriving at a post of assignment in a foreign area. The advance payment is made (1) for those unusual overseas assignment expenses that often are not otherwise reimbursed and (2) to aid foreign assignment recruitment and retention.

The maximum advance allowed any employee is 6 pay periods of base pay. The employee is allowed 18 pay periods to repay the advance. The advance payment is nontaxable and not reflected on the employee's W-2.

Life Cycle Payments

The Life Cycle Benefit Program, originally for FCA use only, is also available for use by OCC. It allows employees to select a credit of up to \$500 per year, or a \$500 taxable cash payment toward membership in a fitness or wellness plan. The benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan.

Life cycle payments are recorded as income with the appropriate tax withholdings. The income and taxable withholdings are reflected by "*Life Cycle Account*" on the employee's Statement of Earnings and Leave and on Form W-2 at the end of the year.

Travel Incentive Payments

The Travel Incentive Program is used by FCA, to allow employees in travel status for more than 50 days in a year to receive a compensation bonus of \$50 a day over the 50 days. If the employee is in travel status for more than 100 days, an additional \$25 a day (a maximum of \$75) over the 100 days is paid to the employee.

The gross amount of the travel incentive payment is recorded as income to the employee with the appropriate tax withholdings. The income and taxable withholdings are reflected by "*Travel Incentive Program*" on the employee's Statement of Earnings and Leave and on Form W-2 at the end of the year.

Processing Instructions

Advanced foreign payments and life cycle payments are processed on the Miscellaneous Payments window. Travel incentive payments are processed on the Cash Awards/Special Bonuses window. The Type of Payment drop-down list of the applicable window is used to select the desired payment type for processing.

Online Help And Procedures

NFC has developed extensive online help available throughout the SPPS Web application. This help can be accessed by pressing [F1] on any field or selecting the ? (question mark) on any window. Additionally, the SPPS Web and SPPSWIN procedures, which are available online at NFC's Web site, have been updated to include the information in this bulletin. To view and/or print these procedures, go to NFC's home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** then search for the applicable procedure on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS Web and/or SPPSWIN to the Payroll Operations Branch at **504-255-3570**.



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